

Iowa Eligibility Application Direct Certification *hawk-I* Verification Overview: Focus on Categorical Eligibility

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Eligibility Determination

- Categorical Eligibility
 - FIP, Food Assistance, Homeless, Migrant, Runaway, Head Start
 - ▶ Income, including foster children
 - ▶ Direct Certification, both paper and electronic

Complete Applications

▶ Food Assistance/FIP Households

- Name of children
- Food Assistance/FIP # needed for each child. Ditto marks are OK.
- Signature

▶ Other households

- Names of all household members
- SS # of adult or “none” if applying based on income
- Current income by household member
- Signature

LEAs may not require households to provide information that is not required and may not delay approval if the application is complete.

IMPORTANT!!

- ▶ Any application that is missing required information, that contains inconsistent information, or is unclear is considered an incomplete application and cannot be processed!
- ▶ Approving incomplete applications may result in fiscal action.
- ▶ The LEA should make an effort to contact the household to obtain or clarify the information.

The only thing that cannot be acquired over the phone is the signature

Part 1 of the Application

Part 1. Check all applicable boxes:	<input type="checkbox"/> school meals	<input type="checkbox"/> children in center	<input type="checkbox"/> children in home child care (HP)
	<input type="checkbox"/> special milk (restrictions apply)	<input type="checkbox"/> tier I home provider (HP)	Provider name:
	<input type="checkbox"/> foster child (ONE APPLICATION PER CHILD)	<input type="checkbox"/> Head Start/Even Start	

Parents/guardians may check one or more box. The same application may be copied and used for many programs.

CAUTION: the Head Start box does not mean that the child is actually enrolled in Head Start and categorically eligible. This section should be filled out for all applications but is NOT REQUIRED.

Part 2 of the Application

Part 2. Children enrolled. REQUIRED OF ALL APPLICANTS. If applicable, list FIP or Food Assistance Case Numbers.										
List name(s) of all enrolled child(ren) in your household. Children's Racial and Ethnic identities are optional. Provide one or more if you choose (see code).										
Ethnicity: H=Hispanic or Latino, N=Non Hispanic or Latino			Race: A=Asian B=Black or African American I=American Indian or Alaska Native P=Native Hawaiian or other Pacific Islander W=White							
Last Name	First Name	Middle Name or Initial	Check box for FOSTER child	Date of Birth	Grade	ETHNICITY	RACE	Name of School/ Head Start/ Child Care Center	FIP Case Number (1 per child) NOTE: REFER TO NOTICE OF DECISION FOR CASE NUMBER.	Food Assistance Case Number (1 per child) NOTE: REFER TO NOTICE OF DECISION FOR CASE NUMBER.
							OPTIONAL			
1			<input type="checkbox"/>							
2										
3										
4										
5										



Note boxes for FIP and Food Assistance numbers.. Note ethnicity/race questions. This section is REQUIRED for all applications, but not all the information is required.

- ▶ For Categorical Eligibility Using Case Numbers (FIP or Food Assistance)
 - FIP and FA #s are the same length and usually the same # for clients receiving both.
 - Always 10 characters long and the first character may be a number or letter and the rest are numbers (A00000-00-0-0 or 000000-00-0-0)

If the number appears to be valid then approve it at face value. DO NOT routinely verify these numbers either through the DHS office or by using ELookUp

- ▶ If in doubt about a number check with local Food Assistance/FIP officials at DHS
- ▶ Applications with an invalid case number must not be approved
- ▶ Only a case number may be used to determine eligibility

Introduce yourself (at least over the phone) to the people at the DHS office. Remember that urban offices are very busy and they may not be able to respond quickly.

IOWA DEPARTMENT OF HUMAN SERVICES
NOTICE OF DECISION

WKR. NO.
 CO. NO.
 NOTICE DATE
 CASE NO.

WORKER NAME

If you have questions, phone your worker at:

 We will accept collect calls from you if you live outside the local calling area.

If you wish to appeal the denial of eligibility or the amount of benefit, see page 2 for appeal rights.

Your County Department of Human Services will assist you in filing an appeal if you ask them. You may contact Iowa Legal Aid at 1-800-532-1275, or if you live in Polk County 243-1193, if you need help with an appeal.

The way your income is considered and benefits figured is shown at right. Here is the decision for each month of your application or reinstatement.

FIP/REFUGEE	MEDICAL	FOOD STAMPS
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The case number comes from the Notice of Decision, that looks like this. The names of the family members are listed with information if they are covered by Food Assistance, FIP or Medicaid. Remember that Medicaid is not an automatic qualifier.

NO EBT Cards!



DHS Tells Families

- ◆ Keep your Iowa EBT card even if your Food Assistance case is canceled. You can keep using your Iowa EBT card as long as you have Food Assistance left in your EBT food account.
- ◆ Keep your Iowa EBT card even if you stop getting Food Assistance. You can use your same Iowa EBT card and your same PIN if you are approved for Food Assistance again. You won't have to wait for a new Iowa EBT card to come in the mail. You can use your food account right away after you are approved to get Food Assistance again.

Homeless Children

▶ MEET YOUR HOMELESS LIAISON

- Homeless liaison or shelter director must provide an application or a letter with the
 - Name of child
 - Effective date(s)
 - Residence (shelter name)
 - Signature of liaison or director of homeless shelter
- Year long eligibility
- ▶ If residing with another family, name can be included on their app so they may appear on two applications

In small districts, the homeless liaison tends to be the superintendent or a principal. In larger districts someone else may be the liaison.

Migrant Children

- ▶ MEET YOUR MIGRANT EDUCATION COORDINATOR
- ▶ Migrant Education Coordinator may provide an application or a letter with the:
 - Name of child
 - Effective date(s)
 - Signature of Migrant Education Program Coordinator
- ▶ Must be checked every year
- ▶ Cannot be by parent declaration

CAUTION: eligibility for migrant status is based on occupation of the parents. Do not assume that Hispanic kids are migrants. Migrant coordinators in small districts tend to be superintendents or principals. In larger districts someone else may be the coordinator.

Runaway Children

- ▶ Little used in Iowa
- ▶ Contact the state office if a child is identified as runaway

- ▶ Head Start Enrollees are categorically eligible
- ▶ Even Start Enrollees who attend a federally funded program and are Pre-K are categorically eligible
- ▶ Eligibility is established by a letter or notice by the Head Start or Even Start agency that the child is enrolled and meets criteria
- ▶ Cannot be by parent declaration

This means that merely checking the Head Start box does NOT make the child eligible

Web Addresses

- ▶ DE website:

<http://www.iowa.gov/educate/>

Click on Nutrition on the left

- ▶ CNP 2000 website:

<https://www.edinfo.state.ia.us/CNP/AppChoice.asp>

Email for passwords

- ▶ Forgotten passwords, that is...
- ▶ `CNP2000@iowa.gov`

Contact E-Mail addresses and phone numbers

- ▶ Main number
515-281-5356
- ▶ Nancy Christensen, Consultant
nancy.christensen@iowa.gov
515-281-5663
- ▶ Or your area consultant